महत्वपूर्ण

संख्या–6752–प्रो0/51–84–56–3ग (1/5)/73

प्रेषक,

श्री हर गोविन्द विश्नोई,
संयुक्त सचिव एवं प्रोटोकाल अधिकारी,
उत्तर प्रदेश शासन ।

सेवा में,

1—समस्त मण्डलायुक्त, उत्तर प्रदेश,
2—समस्त जिलाधिकारी, उत्तर प्रदेश,
3—समस्त वरिष्ट पुलिस अधीक्षक/पुलिस अधीक्षक, उत्तर प्रदेश ।

लखनऊ: दिनांक 20 जुलाई, 1985

विषय :—विदेशी महानुभावों के प्रदेश में आगमन के अवसर पर प्रोटोकाल व्यवस्था ।

महोदय,

उपर्युक्त विषयक श्री एस0 एम0 गवई डिप्टी चीफ आफ प्रोटोकाल (सी) विदेशमंत्रालय भारत सरकार से प्राप्त उनके अर्ध शासकीय पत्र संख्या–डी0 आई0/551 (23)/83, दिनांक 6 दिसम्बर, 1984 व 20 अगस्त, 1983 की एक एक प्रति अनुपालनार्थ एवं आवश्यक कार्यवाही हेतु संलग्न करने का मुझे निदेश हुआ है ।

कृपया इसकी प्राप्ति स्वीकार करें ।

संलग्नक : उपरोक्तानुसार

भवदीय,
हर गोविन्द विश्नोई,
संयुक्त सचिव एवं प्रोटोकाल अधिकारी ।

संख्या–6752 (1) प्रो/0/51–84–56–3ग (1/5)/73

प्रतिलिपि अनुलग्नक सहित निम्नलिखित को अनुपालनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :—

1—सचिव राज्यपाल, उत्तर प्रदेश, लखनऊ ।
2—मुख्य सचिव एवं समस्त सचिव, उत्तर प्रदेश शासन ।
3—निजी सचिव मुख्य मंत्री/समस्त मंत्री/समस्त राज्य मंत्री, उत्तर प्रदेश ।
4—सचिव विधान सभा/विधान परिषद्, उत्तर प्रदेश ।
5—जी0 ओ0 जी0 सेन्ट्रल कमान्ड, लखनऊ ।
6—पुलिस महानिदेशक एवं पुलिस महानिरीक्षक, उत्तर प्रदेश, लखनऊ ।
7—पुलिस महानिरीक्षक (रेलवे) उत्तर प्रदेश, लखनऊ ।
8—पुलिस महानिरीक्षक (सुरक्षा) उत्तर प्रदेश, लखनऊ ।
9—जोनल पुलिस महानिरीक्षक, कानपुर, लखनऊ, बरेली एवं मेरठ ।
10—रीजनल उप पुलिस महानिरीक्षक, आगरा, कानपुर, कुमायूं, गोरखपुर, झांसी, फैजाबाद, बरेली, लखनऊ, वाराणसी, मुरादाबाद, मेरठ, गढ़वाल ।
11—सचिवालय के समस्त अनुभाग ।

संलग्नक : उपरोक्तानुसार

आज्ञा से,
हर गोविन्द विश्नोई,
संयुक्त सचिव एवं प्रोटोकाल अधिकारी ।

M. GAVAI
Y. CHIEF OF PROTOCOL (C).
TELE : 37 20 39

MINISTRY OF EXTERNAL AFFAIRS,
NEW DELHI-11

NO. DI/551(23)-83

December 6, 1984

DEAR SHRI BISHNOI,

Kindly refer to your letter no. 6398-Pro/51—1(37)-82, dated November 19, 1984 regarding protocol to be observed in States during visits by foreign dignitaries.

A Protocol manual, on this subject, is yet to be compiled. However, whenever, an official visits to a State by a foreign VIP is scheduled, details of the arrangements to be made are intimated well in advance to the State Government concerned. I will, nevertheless, give a brief outline of the arrangements that are required to be made by the State Governments during such visits.

During the State/Official visit by a Head of State/Head of Government to a State capital, he is to be received and seen off by the Governor, Chief Minister, Minister in-charge Protocol, other Ministers of the State, the Chief Secretary, Senior-most representatives of the Defence Services and Police and Secretary-in-Charge Protocol. When the visiting Head of the State. Government is accompanied by his wife spouse, the wife of the Governor is also present at the airport. As the dignitary is accorded full State honours on arrival/departure at Delhi, during the visit, to the State Capital, Gun Galute, Cuard of Honour including National Anthem and welcome, farewell speeches are dispensed with. The distinguished guests and some members of the party are accommodated at the Raj Bhawan and the Governor hosts a dinner in honour of the visitor at which about 40 invitees, depending on the size of the visiting delegation, are present. Recommendations regarding invitees are sent by the Ministry of External Affairs. The dinner is preeeeded by a short courtesy call by the Governor on the visiting dignitary. The car and accommodation plan is communicated by the Ministry of External Affairs well in advance. The Governor accompanies the visiting VVIP to and from the Raj Bhawan on arrival and departure. On other occasions, in case of Head of State, the Minister accompanying from Delhi, is seated in the same car as the VVIP. While the programme is drawn up by the Ministry of External Affairs and communicated to the State Government, the latter are expected to check on the feasibility, of the programme, correctness of timings etc. and feed this information back to the Ministry. Similarly, a programme may be printed by State authorities for the convenience of the visiting parties.

On the arrival a red carpet is spread on the tarmac. There is, however, no need to fly national flags although coloured buntings/banners may be flown, if available. While a detailed car plan is sent in advance, the normal practice is as follows :

Warning car, protocol car, pilot car, VVIP,
Security escort cars I and II, spare car, VVIP (Spouse),
escort car for spouse, cars of remaining members of delegation, tail car,

The car of the VVIP should be fitted with 2 flag rods. The Indian National flag is flown the on right side and the flag of the country of the visiting dignitary, which is brought by the protocol Liaison Officer from this Ministry, on the left. The Governor is not required to present a gift to the visiting dignitary as a suitable gift is presented to him by his counterpart in Delhi.

In so far as security is concerned, detailed instructions are sent by the Ministry of Home Affairs. Chief Security Liaison Officer, deputed by the Ministry Home Affairs, accompanies the VVIP on all occasions.

During the visit of the VVIP to places in the State other than the State capital, he is to be received and seen off or the senior-most civil and military authorities at the division/district headquarters.

During the visit of dignitaries of and above ministerial rank, the following arrangements are made at the State capital.

A visiting foreign Ministrer is received/seen off by the State Minister in-Charge protocol Chief Secretary and Secretary in-charge Protocol provided the time in between 0700 to 2030 hours ; otherwise by Chief Secretary and Joint Secretary (Protocol), other ministers are received and seen off by counterpart State Ministers, the Secretary in the concerned department and the Secretary in charge Protocol. Normally no ceremonial functions are arranged, but on special considerations a call on the Governor and dinner by the counterpart State Minister could be arranged on obtaining instructions from the Ministry of External Affairs/the concerned Ministry. The visiting Minister and party are accomodated at the first hotel. During the visit of the foreign dignitary of ministerial rank to a place other than the State capital, he is received and seen off by a senior civil official stationed there.

RESTRICTED

Ministry of External Affairs,
New Delhi.

No. DI—551(23)-83,

Dated August 20, 1983.

The Chief Secretary,

All State/Union Territory Governments,

Sir,

With the aim of simplifying protocol procedures, Government of India have decided to revise the practice pertaining to transit/private visits. As you are aware foreign dignitaries on transit/private visits are normally not treated as the guests of the Governments however, and as a gesture of courtesy, they are received and seen off at an appropriate level. These levels were last prescribed in 1978 and are now considered to be excessive.

2. Accordingly, it has been decided that henceforth foreign dignitaries on transit/private visits to India will be received and seen off at the levels indicated in the enclosed statements.

3. Receipt of this communication may please be acknowledged.

Yours faithfully,
AVINASH C. GUPTA,
Depputy Chief of Protocol (G).

TABLE OF INDIAN DIGNITARIES/OFFICIALS TO RECEIVE/SEE OFF FOREIGN DIGNITARIES

TRANSIT VISIT

Category of Foreign Dignitary	Between 0700 to 2100 hours	Between 2001 to 0700 hours
(1)	(2)	(3)
Head of State	Chief Secretary, Secretary-in-charge protocol and ADC to Governor	Joint Secretary protocol and ADC to Governor.
Vice President/Head of Government	Chief Secretary Secretary-in-Charge protocol	Joint Secretary (Protocol)
Foreign Minister	Deputy Secretary, Protocol	Protocol Officer
Other Ministers	Deputy Secretary, Protocol	Protocol Officer
Visitors below the Minister but upto Ambassador's rank	The level of reception/send off to be decided in each case separately.	The level of reception/send off to be decided in each case separately

NOTES : (i) On some occasion, the foreign dignitary indicates in advance that he will not alight from the aircraft. In such cases, junior protocol representative is sent for Heads of State/Government level to attend to any special requirement that may become necessary during the halt.

(ii) Spouses of foreign dignitaries, when on independent private/transit visits, are accorded similar protocol courtesies as are applicable to the dignitary himself.

TABLE OF INDIAN DIGNITARIES/OFFICIALS TO RECEIVE/SEE OFF FOREIGN DIGNITARIES

PRIVATE VISIT

Category of Foreign Dignitary	Between 0700 to 2030 hrs.	Between 2030 to 0700 hrs.
(1)	(2)	(3)
Head of State	Secretary-in-charge, protocol and ADC to Governor	Deputy Secretary(Protocol) and ADC to Governor.
Vice-President/ Head of Government	Secretary-in-charge Protocol	Deputy Secretary (Protocl)
Foreign Minister	Deputy Secretary (Protocol)	Protocol Officer
Other Ministers	Deputy Secretray (Protocol)	Protocol Officer
Visitors below Minister but upto Ambassador's rank.	To be decided in each case separately.	To be decided in each case separately.

NOTE—(1)Spouses of foreign dignitaries, when on independent private/transit visits, are accorded similar protocol courtesies as are applicable to the dignitary himself.

PSUP—A.P. 26 Sa. Sa, Prashasan 6—3-85—(1517)—1985—1,500(E).